

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Equipment Maintenance Supervisor	Job Family: III
General Classification: Professional	Job Grade: 19

Definition: To plan, organize, direct and supervise vehicle and equipment maintenance operations within the General Services Department; and to perform a variety of technical tasks relative to assigned area of responsibility.

Supervision Received and Exercised: Receives direction from the Equipment Services Manager; exercises direct and indirect supervision over assigned technical and maintenance personnel.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Plan, prioritize, assign, supervise and review the work of Equipment Mechanic staff involved in the repair, maintenance and servicing of all City-owned and operated vehicles and equipment.
2. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for preventive maintenance and replacement of all City-owned equipment; implement policies and procedures.
3. Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
4. Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for additional materials and personnel; monitor and control expenditure.
5. Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
6. Answer questions and provide information to the other operating departments; investigate complaints and recommend corrective action as necessary to resolve complaints.
7. Perform other duties as assigned.

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Minimum Qualifications:

Knowledge of: Principles and practices of automotive and heavy and light equipment maintenance and repair; equipment, tools and materials used in repair and maintenance of vehicles and equipment maintained by the City; principles of supervision, training and performance evaluation; tools, equipment necessary for the repair and upkeep of City-owned equipment; principles of municipal budgeting administration; basic mechanics of gasoline, diesel and natural gas engine repair including electrical systems, pump mechanics hydraulics and brake systems; principles and practices of safety management; pertinent local, State and Federal laws, ordinances and rules.

Ability to: Organize, implement and direct the equipment maintenance operation/activities; estimate time and material cost of vehicle and equipment repair; assist in the development and monitoring of the equipment services budget; develop and recommend policies and procedures related to assigned operations; establish and maintain effective working relationships with those contacted in the course of work; communicate clearly and concisely, both orally and in writing; and supervise, train and evaluate assigned staff.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Three years of increasingly responsible experience at the journey level in the repair and maintenance of motorized vehicles and equipment, including one year of Lead or Senior Mechanic responsibility. Training equivalent to a high school diploma supplemented by course in equipment mechanic repair and college level courses in supervision.

Required Licenses or Certificates: Possession of, or ability to obtain, a California Class B driver's license with hazmat and tanker endorsements.

Established October 1991

Revised

CLASS SPECS

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